



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
COMMUNITY EDUCATION/SERVICE LEARNING
Service-Learning Program

BUDGET AMENDMENT

District		County/District Code Number ____ - ____	
Contact Person	Phone Number ()	Fax Number ()	
Street Address		Date of Submission	
City	State	Zip Code	

INSTRUCTIONS

1. Complete form only if requesting to transfer approved funds from one category to another or if there's an excessive change within a particular category.
2. Figures must be listed for each category. If a category is not being amended, please list the original awarded amount for that category.
3. Upon approval, these amounts become the new budget. Confirmation of approval will be faxed.
4. Figures must be rounded to the nearest dollar. All figures and calculations must be correct.
5. Itemize and justify the proposed budget amendment on page two of this form.
6. Forms not completed according to directions will be returned for correction and not approved.

Budget Categories	Awarded/Approved Amount (As listed on approved budget page)	New Amount Total (Grand total of category reflecting amended amount)
Substitute Salaries and Benefits	\$	\$
Coordinator Salaries and Benefits (District Coordinator Grants Only)	\$	\$
Support Staff Salaries and Benefits	\$	\$
Coordinator Stipend	\$	\$
Support Staff/Teacher Stipend	\$	\$
Training and Travel	\$	\$
Project Expenses	\$	\$
Promotional Costs	\$	\$
Other (Describe)	\$	\$
New Total Grant Monies		\$

Match Categories	District	Non-District	District	Non-District
Coordinator Hours (not charged to Grant)	\$	\$	\$	\$
Support Staff Hours (not charged to Grant)	\$	\$	\$	\$
Donated Materials/Supplies	\$	\$	\$	\$
Teacher Hours	\$	\$	\$	\$
Volunteer Hours	\$	\$	\$	\$
Transportation to SL Activities (not charged to grant)	\$	\$	\$	\$
Copies/Office Supplies	\$	\$	\$	\$
Other (Describe)	\$	\$	\$	\$
New Total Match Monies (District + Non District)			\$	
New Total Amount (Grant + Match)				

Signature of Contact Person	Date	Authorized Signature	Date
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FOR DEPARTMENT USE ONLY - APPROVAL

PLEASE COMPLETE AND RETURN TO:

Service Learning
Community Education
Department of Elementary and Secondary Ed.
P.O. Box 480
Jefferson City, Missouri 65102-0480
Phone: (573) 526-5395 Fax: (573) 526-4261

If additional table space is needed, please copy this form as many times as needed.

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- | Item (same as above) | Justification for not purchasing/consuming item(s) |
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